

Montgomery, Alabama

## REQUEST FOR PROFESSIONAL LEAVE/DETACHED DUTY

Date

10/15th '04

Name

Lowe, III, Melvin  
(Please Print)

School / Department

Daisy Lawrence

Position

Tutor - Teacher

Paid From (Check One):

- Federal Fund  
 Non-Federal Fund

Human Resources Manager  
Montgomery Public Schools

I am requesting approval to be absent from my regular duty assignment on the following dates:

December 8th - 10th

Reason for Absence: (specific details)

Please see attachment(s) (D)

I am attaching other information related to my request. YES      NO (Circle one)

If approved, I will need a substitute.

YES      NO (Circle one)

Signature of Employee

418-25-1365

Social Security Number

I recommend:

Approval

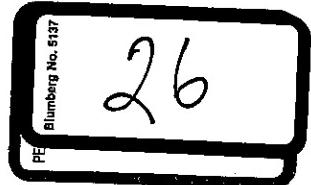
Denial (Circle one)

Human Resources Manager's Use Only:

Signature of Principal/Supervisor/Director

10/18/04

Date



Submit all copies to Human Resources Manager's Office

AEA/Lowe 00099 MPS 254-95